

**IAC Assessment Implementation Workgroup  
Data Collection Sub-Committee  
July 18, 2007  
Meeting Minutes**

**Attendees:** Delana Harper, Kathy Skippen, John Kirsch, Kipp Dana, Bob Ball, Paul Carroll, Rusty O’Leary, Sarah Woodley, Tara Burt, Marreen Burton

**Absent:**

*No Agenda Provided for First Meeting*

Handouts provided by Delana showing the tracking system designed by ODP for training on the GAIN tool.

Discussion on how to assign a unique identifier. Must be coordinated with Chestnut and be usable in our system.

What are agencies doing now? What are we going to do with WITS? If we do go with WITS as a client management tool, what will be the cost?

Discussion on what the responsibilities of the sub-committee are. What information does the committee need to be working on? Committee needs to be looking at a unique identifier for clients and assessment interviewers/users/trainers.

Discussion on where data is repositied. Who will be in charge of collecting and safeguarding data? MUST be HIPPA compliant with client data.

Discussion on interim solution for data collection. Where are we going to keep the data? Who has access to it? Can data be accessed between agencies in the interim between now and when we have a Client Management Tool (such as WITS) in place. Chestnut uses SPSS (statistical analysis program for social services) to break out data. Data can be sent to us and we can manipulate via excel until we get a client management system in place. We can use this to help with outcome measures, the GAIN M90, treatment data, etc.

Discussion on unique client identifier. Can’t use name, as that is too easy for the client to lie about and change. (In the future we may be able to use a thumbprint.) Chestnut can assign a random number, but there would be no way of sharing data between agencies. We can receive the data from Chestnut and assign our own random numbers in order to safeguard client information. There are some states already using GAIN that we can look at for how they assign identifiers – Wyoming, Tennessee, South Carolina, Kentucky and Connecticut.

Decision made to keep the current system developed by ODP for identifying assessment tool users with the only changes being to take out the letters for the counties and assign

numbers to the providers, city and county people. Changes to be made because we cannot use letters in the Chestnut ABS software.

Decision made to use the following for client identification, upon approval by full

Assessment Workgroup:

GAIN Client Id

Day	Month	Year	SS#
(2)	(2)	(2)	(4)

Example: Dale Doe 011719746048

Discussion about what will happen if an employee using the GAIN assessment tool moves among agencies. Need to discuss 2 choices:

1. Keep assigned number and take with them when they move.
2. Change number to reflect new agency, and 'retire' old number so there is never any overlap.

Sub-Committee should meet every other week. The next meeting will be by August 1, 2007.  
10:30 – 12:00.

**Action items:**

1. Check with Chestnut on what they will "host" for us.
2. What is the use of SPSS – clarify for next meeting.
3. Present decisions on unique identifiers at next Assessment Workgroup meeting.
4. Kipp will send map of what Chestnut requires as far as identifiers.
5. Talk to Bureau of Licenses about their system (for identifiers).